

Organizational Capacity Assessment (OCA) Outline

Section	Sub-Section
Governance	Vision/Mission
	Organizational Structure
	Board Composition and Responsibility
	Legal Status
	Succession Planning
Administration	Operational Policies, Procedures, and Systems
	Travel Policies and Procedures
	Procurement
	Fixed Asset Control
	Branding/Marking
Human Resources Management	Job Descriptions
	Recruitment and Retention
	Staffing Levels
	Personnel Policies
	Staff Time Management
	Staff Professional and Salary History Documentation
	Staff Salaries and Benefits Policy
	Staff Performance Management
	Volunteers/Interns
Financial Management	Financial Systems
	Financial Controls
	Financial Documentation
	Audits
	Financial Reporting
	Cost Share
Organizational Management	Strategic Planning
	Workplan Development
	Change Management
	Knowledge Management
	Stakeholder Involvement
	New Opportunity Development for Sustainability
	Communication
	Decision Making
Program Management	Donor Compliance
	Sub-grant Management
	Technical Reporting
	Linkages & Networks
	Community Involvement
	Culture and Gender
Project Performance Management	Project Implementation Status
	Field Oversight
	Standards
	Supervision
	Monitoring and Evaluation
	Quality Assurance